OLRS Communication

What?   Notice Templates

Who?   OLRS professional users

Why?   Notice Templates use

When?   Distributed 9/30/10

Message: The Interagency Online Recruiting System Advisory Team met recently to review current issues, including those related to Notice Templates. The following information is being provided to help clarify the use of the notices and assist in making the system more efficient for your use.

1. The Notice Templates which are available in Insight have greatly increased since implementation due to recruiters creating unique notices to meet their specific business processes. When a recruiter goes to send a notice to a job seeker, there is currently a dropdown list of 51 notices to choose from. This is causing confusion and extra work for the recruiters.

2. Notice Templates should not be assigned a reject reason. If a Notice Template is assigned a 'reject reason,' then that notice is the only one that will appear to a recruiter who has selected that reject reason for their applicant.

3. Notice Template names which are preceded by an asterisk are centrally maintained by DOP. Do not edit these templates.

4. If your agency procedures state you can create your own agency specific Notice Template to use within Insight, follow these guidelines:
   - **DON'T** precede the name of your Notice Template with an asterisk. This naming convention has been reserved for templates created by DOP for statewide use which are part of the "permanent" library of templates.
   - **DON'T** select a reject reason to assign to the notice.
   - **DO** precede your Notice Template with your agency acronym.
   - **DO** archive your Notice Template once you have used it keeping the drop down list as easy to use as possible, while giving you the opportunity to retrieve and use it again.

Maintaining the Notice Templates: Once a month the DOP system administrator will archive all of the Notice Templates that are not centrally maintained by DOP. If you have a Notice Template that you created in the past and want to use it again, you will be able to remove the notice from archives using the following process:
1. Go to **CandidateTrack**,
2. Select **Notice Templates**,
3. Click on **Show Inactive Templates** link at the top of the page,
4. Find your notice and click on **Unarchive**.

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Additional Information and Comments: DOP has submitted an enhancement request on behalf of state recruiters to NEOGOV that requests functionality for creating a Notice Template within Insight and allowing the creator to select whether notice should be accessible by their agency only or by all users. We do not know when this request will be considered, but will keep you informed.

If there is an additional Notice Template that you feel would be beneficial to the majority of the Insight users, submit your request to DOP's Service Center at the email below. Include the text you are recommending for the Notice Template. The request will be reviewed by the Interagency Online Recruiting System Advisory Team at their next meeting.

Questions? Contact:
DOP Service Center: (360) 664-6400
Email Contact: servicecenter@dop.wa.gov

Want to review past communications? Visit OLRS Notices on DOP's website.